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DD FORM 104-1

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**MEMORANDUM FOR: The Executive Director/Comptroller**  
**VIA : Director of Personnel**  
**SUBJECT : Revision of Staffing Complement for**  
**Records Integration Division**

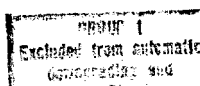
1. This memorandum submits a revision of the Staffing Complement of Records Integration Division which reflects a reduction of positions to the level of  as authorized under the revised FY 1967 personnel ceiling. At the same time, proposed Staffing Complement changes are submitted which will permit the establishment of a training program for young professional employees as agreed to by the Office of Personnel. To establish a reasonable grade structure for the latter program will involve reclassification of a number of positions and will result in an increase in average grade for RID to GS-6,670. The grade structure requested has been approved by Office of Personnel.

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2. For several months, discussions have been held among representatives of the Clandestine Services and officials of the Office of Personnel with respect to establishing a training program in the Records Integration Division for young professional employees. The purposes of the proposed program are twofold: (a) to complement the Agency's Career Trainee program by providing a steady flow of internal candidates, and (b) to provide RID with a group of intelligent, competent analysts to perform the important document classification function and to respond to name check requests. This latter function is performed almost solely for other agencies.

3. The value of such a program was readily agreed upon and after discussion, the Office of Personnel accepted a revised grade structure for the analyst sections of RID and some minor changes in the Administrative Staff. The proposed revisions will make it possible to attract well-qualified college graduates and, at the same time, enable the division to retain those non-college people of long experience who are needed for the sake of continuity. The young professionals would be expected to move directly

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to CTP or other agency programs upon completion of a tour in RID. (A list of qualifications required of the participants is attached. It is patterned after the CTP standards.)

4. The present structure in the analyst sections of RID makes it possible to employ the young college graduates but adequate promotion headroom does not exist. This factor, of course, can lead to heavy losses through resignation, negating the purposes the program is expected to serve. The proposed grade structure will involve increasing the number of GS-9 Intell Analyst positions in the affected sections from [ ] establishing [ ] GS-8 positions, reducing the number of GS-7 positions from [ ] and the GS-5 positions from [ ]. To compensate for the difference between [ ] in the total number of positions affected, various other changes can be made in RID. Approval of these changes will make it possible for RID to approach the pattern for the promotion of junior officers developed by the Career Council in 1962. This provides for promotion consideration from GS-7 to GS-8 after eight months in grade and from GS-8 to GS-9 after 10 months in grade.

5. The importance of the RID program, although not yet formally recognized, has already been demonstrated. During calendar year 1966 alone, 18 analysts have transferred to CTP, seven others are in the Vietnamese language program and 14 have transferred to other professional positions in the agency. In addition, the Office of Training has found it valuable to have an office in the Agency where prospective CTs, generally too young for the program, can be seasoned or observed in a work situation.

6. RID has been directed to reduce its ceiling from [ ]. To accomplish this, the planned incumbency of the following positions should be reduced by one:

(a)	Records Analyst	Pos. No. 16	GS-11
(b)	Budget & Fiscal Off.	Pos. No. 7	GS-11/12
(c)	Info Control Clk	Pos. No. 66	GS-4
(d)	Records Clerk	Pos. No. 107	GS-4
(e)	" "	Pos. No. 109	GS-4
(f)	" "	Pos. No. 111	GS-4
(g)	" "	Pos. No. 140	GS-4

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7. Implementing both of the changes discussed above-- the new structure for analysts and the decrease in ceiling-- will result in an increase in average grade for RID from 6.360 to 6.670 and will result in an increase of the CS average grade from 10.258 to 10.287. We have reviewed the grade structure for all positions in RID and find it not feasible to reduce the grades of other positions. In addition, the position structures for all other CS components have recently been examined most carefully and all feasible downgradings accomplished. Accordingly, we believe that the average grade increase herein requested is essential and request that the revised staffing complement and average grade be approved.



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**Attachment a/s**

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**Qualifications for Trainees in RID Professional Trainee Program**

- (a) Predominantly male, (inasmuch as RI Trainees normally apply for Career Training Program which requires for CS Officers special paramilitary training).
- (b) Between the ages of 21 and 30.
- (c) A C/ or better college average.
- (d) A Major in one of the humanities, as a general rule.
- (e) Favorable interview reports.
- (f) Satisfactory PETS or FCDP test results. (Psychologists who will interpret test results for RID will be briefed on the program).
- (g) Willing and able to serve where and when needed, including overseas assignments as required. This means the applicant must pass the overseas (planning) medical examination and must have no family or security limitations which will preclude general overseas service.
- (h) Must be qualified in a foreign language at the elementary reading level or test at least average on the applicant foreign language test, or test in category 5 (males) or category 6 (females) on the employee language aptitude test. If individual tests in a lower category, his other qualifications must be exceptional in order to compensate for indicated low language aptitude.

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